



CITY OF SAN ANTONIO

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

TO: All Planning and Development Services Department Customers

SUBJECT: **EXISTING RETAINING WALLS**
Required Submittal Form and Information to Obtain Permits

DATE: February 11, 2010

The Planning and Development Services Department has developed the attached form for submittal to obtain building permits for existing retaining walls 4-feet and higher in height measured from existing grade to the top of the wall, or a wall of any height if supporting a surcharge. The same form is to be used to obtain a permit for decorative façade walls. Permits are currently being required where construction of the wall was completed without permits in the last three years (2007 up to the date of this form).

A surcharge is a vertical load imposed on the retained soil that may impose a lateral force in addition to the lateral earth pressure of the retained soil. Examples of surcharges are:

- Sloping retained soil
- Structure footings supported by the retained soil
- Adjacent vehicle loads supported by the retained soil
- Solid fences that are attached or directly adjacent to a retaining wall when wind pressures act on the fence

The following form is to be used as the permit application form for walls constructed without permits. The form may be used for multiple walls within one subdivision, and for one wall that covers multiple lots.

1. For multiple walls in one subdivision, submit one form for each existing wall. If there are 3 walls in a subdivision, 3 forms are required.
2. List all addresses for which a wall covers. If a wall starts at the back of one lot, proceeds along the back of two lots and ends at the back of a fourth lot, list the address of each of the four lots in the application. You may attach a separate page to the form listing all the addresses. Include both addresses if a retaining wall is located between two properties on different streets.
3. Use this form for all decorative façade walls measuring 4-feet in height and higher. If the wall is less than 8-feet, only check that the wall is decorative, include the wall height information and sign the form. If the decorative wall is 8-feet and higher, fill in the rest of the form as appropriate to obtain a permit.



CITY OF SAN ANTONIO
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1901 S. Alamo Street; San Antonio, TX 78283-3966

Building Permit Form for Existing Retaining and Decorative Walls

Project Street Address: _____

(List each address for a multiple lot wall – may use separate sheet)

Owner/Builder _____ Plat #: _____

Subdivision _____ Lot(s) #: _____ Master Plan # (if applicable): _____

Type of Wall (Check one)

Decorative Façade ☐ (If decorative, provide height) _____ Retaining Wall ☐

CHECK ITEMS INCLUDED WITH THIS APPLICATION FOR PERMIT - Retaining Walls and Decorative Façade Walls 8-feet and Higher:

- ☐ **A. Engineered Wall Design with Details**
- ☐ **B. Soil Report**
- ☐ **C. Site Plan**
- ☐ **D. Certified Engineer's Letter**

WALL INFORMATION - Fill in each item

Type of Retaining Wall (Check Type)

Gravity ☐ Anchored (Tie Back) ☐
Cantilevered ☐ Sheet Piling ☐ Other ☐

Wall Material _____ Wall Length _____

Maximum Wall Height from Grade _____ Depth of Footing _____

Thickness of Wall at Base of Footing _____ Valuation of Wall \$ _____

Construction Start Date: _____ Date Completed: _____

Design Engineer's Name _____

Engineer's Address _____

Builder/Applicant Name: _____

Signature: _____

Date: _____ Phone: _____

Address: _____

FOR STAFF USE:

Assigned AP# _____ Assigned Wall Number _____